

**Williamson County Emergency Services District #12
Board of Commissioners Meeting Minutes
2114 Downing Lane
Leander, TX 78641
6:00 P.M.**

Minutes of meeting for June 16th, 2026

Agenda items were addressed in the following order:

1. Call meeting to order – Meeting opened at 6:00 p.m. Present were Commissioners Eleanor Meltzer, Judy Pokorny, Feliza Conway, Laurie Carlson and Bob McBride Jr.
2. Public comment – No public present.
3. Receive monthly report from the Treasurer and consider:
 - a. approval of payment of monthly bills and invoices – Five bills were presented for approval of payment: NTD Interests \$500.00 for June 2026 space rental; Sheryl Morris \$662.36 for May 2026 contracted services and McAfee renewal reimbursement; The Carlton Law Firm \$1205.50 for legal services provided 5/13/26 through 5/28/26; Clicktunity \$149.00 for monthly website hosting & support; and Williamson Central Appraisal District (WCAD) \$449.25 for quarterly income from taxing units billing. Commissioner McBride motioned to pay the bills as presented; seconded by Commissioner Meltzer and approved 5-0.
 - b. approval of monthly financial report – The May 2026 financial reports were presented and reviewed. Commissioner McBride motioned to approve the reports as presented; seconded by Commissioner Pokorny and approved 5-0.

Commissioner Conway informed the Board that the Frost Bank checking account statement for June was not received, and when she went to the Cedar Park branch location to obtain a copy of the statement was informed she could not get one because she was not on the bank's signatory card. Evidently the bank misplaced a form acknowledging Commissioner Conway as a signatory, although they did have a copy of her driver's license. Commissioner Conway contacted Commissioner Pokorny, who was able to have the missing bank statement released to Commissioner Conway. Commissioner Conway delivered the May statement to Sheryl Morris, along with a folder containing signatory forms to re-submit. Commissioner Conway motioned to approve submittal of the replacement signatory cards, to include the ESD president, vice-president, treasurer and assistant treasurer; motion was seconded by Commissioner McBride and approved 5-0. This will be hand-delivered to Emily at Frost Bank, along with a letter from Commissioner Meltzer on this subject.

4. Receive report from service provider representative- City of Cedar Park – No report was received. No action taken.
5. Receive report from Williamson County Assistant Fire Marshal – No report was received. No action taken.
6. Discuss and consider approval of minutes for the May 12, 2026 regular meeting – Minutes of the May 12th, 2026 regular monthly meeting were reviewed. Commissioner Pokorny motioned to approve the monthly minutes as presented, seconded by Commissioner Carlson and approved 5-0.
7. Discuss and consider action regarding the service contract with the City of Cedar Park – Nothing new was discussed. No action taken.
8. Conduct annual review of investment policy and investment strategies and adopt resolution confirming – Commissioner Pokorny explained the investment policy Exhibit A “Registered Principal’s Certification of Receipt and Review of Investment Policy” and noted this had not yet been submitted to Frost Bank. Commissioner Pokorny noted that a representative of the previous banking institution (RBFCU) declined to sign the Exhibit A, stating RBFCU would not be the appropriate signer of this document as they are not a registered principal, and Kelli Carlton of The Carlton Law Firm had suggested attaching the email regarding this to the investment policy Exhibit A, which was done in 2019. Commissioner Pokorny will present this request to Frost Bank. Commissioner Meltzer will include this topic in her letter noted in item 3b above. No action taken.
9. Discuss and consider adoption of the tax and budget planning calendar for 2026, authorize payment of tax process publications, and take any related action – The information provided via email from Paralegal Jennifer Morris at The Carlton Law Firm was reviewed and discussed, as well as an email letter from Williamson Central Appraisal District. Commissioner Carlson will forward the WCAD email to Attorney Michael Parsons at The Carlton Law Firm. The route to choose will be determined after the regular July meeting. Quorum availability on the 3 dates specified in the email from Jennifer Morris was confirmed. Commissioners’ homework was assigned to study the provided tax planning calendar prior to the July meeting. Commissioner Conway motioned to adopt the 2026-2027 Budget and Tax Planning Calendar – Low Levy; motion seconded by Commissioner McBride and approved 5-0. Commissioner Carlson motioned to authorize payment of tax process publications; motion seconded by Commissioner McBride and approved 5-0.
10. Discuss and schedule budget meetings/workshops if necessary - It was decided that no budget meetings/workshops were needed at this time. No action taken.
11. Discuss and consider District website status, accessibility, and posting requirements and take any related action – Commissioners referenced paragraph 3 of the memo dated June 9, 2026 from The Carlton Law Firm, received in the 2026 Tax Planning Calendar Packet attachment of the 2026 Tax Planning Calendars email from Jennifer Morris. Commissioner Conway will reach out to the website maintenance provider to ensure compliance. No action taken.
12. Discuss agenda items, time, and date for next meeting – The next regular monthly meeting was scheduled for Tuesday, July 14th, 2026 at 6:00 p.m. Michael Parsons is anticipated to attend this meeting. The Board discussed no new items to be added to the agenda at this time.

Attorney of Carlton Law firm

13. Adjournment – Meeting was adjourned at 7:00 p.m.

Monthly Minutes Approved

On 7/14/26 (date); at 7:26 pm. (time)
By Laurie Carlson (Secretary)